

MINUTES FOR
PROJECT ENGINEERS MEETING
TUESDAY, FEBRUARY 24, 2004
11:00 A.M. CONFERENCE ROOM “C”

1. Salary Issues & Time Sheets/ BSIP.....Darlene Yarborough

Please be sure that your employees see the January 30, 2004 memo from Secretary Tippet concerning salary guidelines. This information should also be explained to job applicants.

There have been an increasing number of errors showing up on the time sheets. Please make sure you check these carefully before turning them in. Don't allow your employees to charge leave unless they have it available. Adverse weather make-up code 9999 must show a WBS element and function code. This time should show up in excess of forty hours each week for engineers. Technicians must show their make-up time in weeks with holidays, sick leave or vacation leave, so that the time worked does not exceed forty hours per week.

2. CADD & PC Updates.....Randy Bissette

Geopack training will be offered at least once more between now and June. Microstation class will be held March 15th. Please let Randy know if you have employees that need to take either of these. If you have trainees, you can send them as well.

3. P M I I.....Allen Raynor

Pilot training has started and includes eight full day classes. The new PMII system is scheduled to go live in May. The old PMSS system will be shut down. On the new system, you will be charging time to WBS elements on your projects. This will help us to track the projects production and delivery schedule. John Frye will be one of the superusers for Structure Design and one will be selected from Lonnie's project group.

4. Railroad Issues.....Allen Raynor

When you get comments back from the railroad, please address these as quickly as possible, especially those from CSX Railroad. Drainage issues seem to be the most common. You might want to go ahead and include drainage details on your initial submittal to make sure these issues are addressed. See Allen if you have questions on drainage. Please forward railroad structure dead files to Paul Garrett.

5. Program Manager Information.....Ricky Keith

Please share the information on Program Managers shown in the handout with your team leaders. Drew Joyner and David Smith are handling projects in Divisions 8-14. Debbie Barbour and Terry Wyatt are handling projects in Divisions 1-7. Please note projects on the attached list that may be assigned to you. Be sure your name is shown correctly on the PMSS for all project breakdowns.

6. Geotechnical Requests.....Ricky Keith

The Geotechnical Unit needs 20 weeks from the time we request borings to produce final foundation recommendations. If we send the request at less than 20 weeks, we need to coordinate with Jamie Batts or the Western Region prior to transmitting that information to them. Project Engineers should discuss this with Ricky or Allen and they will contact the Regional Geotechnical Office.

7. Project Assignments.....Ricky Keith

For all projects that were recently assigned, Project Engineers should place their name on the PMSS and add the workload to your bar charts. Don't be concerned with high spots on the bar chart for now. We will have some additional projects coming from Bridge Maintenance in the near future.

8. Performance Management.....Ricky Keith

The PM cycle ends March 31st. PM ratings for your employees are due to me by March 19th. I would like to review your ratings before you discuss them with the employee. Project Engineer PM reviews will be held between March 29th and April 2nd.

9. New Approach Slab Details.....Greg Perfetti

A meeting will be held next week to discuss issues concerning the new approach slab details.

10. Other

RVK – Project Engineers will be asked to review the 14th –18th month let list at the request of Art McMillan. He wants to keep projects off the 13th month list that should not be there.

GRP – We are getting project permit conditions for some projects early in the process. Make sure your projects adhere to these permit conditions when developing your designs and plans.